



**Report of the Chief Officer (Financial Services)**

**Report to Corporate Governance and Audit Committee**

**Date: 27 January 2020**

**Subject: Internal Audit Update Report November to December 2019**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary**

**1. Main issues**

- The Corporate Governance and Audit Committee has responsibility for reviewing the adequacy of the Council's corporate governance arrangements. Reports issued by Internal Audit are a key source of assurance providing the Committee with some evidence that the internal control environment is operating as intended.
- This report provides a summary of the Internal Audit activity for the period from November to December 2019 and highlights the incidence of any significant control failings or weaknesses.

**2. Best Council Plan Implications**

- The work of Internal Audit contributes to Leeds City Council achieving its key priorities by helping to promote a secure and robust internal control environment, which enables a focus on accomplishing the Best Council Plan objectives.

**3. Resource Implications**

- A risk-based approach has been used to devise an Internal Audit plan that promotes the effective and efficient use of resources across the organisation.

## **Recommendations**

- a) The Corporate Governance and Audit Committee is asked to receive the Internal Audit Update Report covering the period from November to December 2019 and note the work undertaken by Internal Audit during the period covered by the report.
- b) The Committee is also asked to note that there have been no limitations in scope and nothing has arisen to compromise the independence of Internal Audit during the reporting period.

## **1. Purpose of this report**

- 1.1 The purpose of this report is to provide a summary of the Internal Audit activity for the period November to December 2019 and highlight the incidence of any significant control failings or weaknesses.

## **2. Background information**

- 2.1 The Corporate Governance and Audit Committee has responsibility for reviewing the adequacy of the Council's corporate governance arrangements, including matters such as internal control and risk management. The reports issued by Internal Audit are a key source of assurance providing the Committee with some evidence that the internal control environment is operating as intended.
- 2.2 The reports issued by Internal Audit are directed by the Internal Audit Annual Plan. This has been developed in line with the Public Sector Internal Audit Standards (PSIAS) and has been reviewed and approved by the Committee.
- 2.3 The Corporate Governance and Audit Committee considers the Council's arrangements relating to internal audit requirements, including monitoring the performance of Internal Audit.
- 2.4 This update report provides a summary of the Internal Audit activity for the period from November to December 2019.

## **3. Main issues**

### **3.1 Audit Reports Issued**

- 3.1.1 The title of the audit reports issued during the reporting period and level of assurance provided for each review is detailed in table 1. Depending on the type of audit review undertaken, an assurance opinion may be assigned for the control environment, compliance and organisational impact. The control environment opinion is the result of an assessment of the controls in place to mitigate the risk of the objectives of the system under review not being achieved. A compliance opinion provides assurance on the extent to which the controls are being complied with. Assurance opinion levels for the control environment and compliance are categorised as follows: substantial (highest level); good; acceptable; limited and no assurance.
- 3.1.2 Organisational impact is reported as either: major, moderate or minor. Any reports issued with a major organisational impact will be reported to the Corporate Leadership Team along with the relevant directorate's agreed action plan.

Table 1: Summary of Reports Issued November to December 2019

Report Title	Audit Opinion		
	Control Environment Assurance	Compliance Assurance	Organisational Impact
<b>Key Financial Systems</b>			
Business Rates	Substantial	Good	Minor
Bank Reconciliation and Cash Book	Substantial	N/A	Minor
<b>Resources and Housing</b>			
Belle Isle TMO Assurance Framework – Rent Arrears	Good	Acceptable	Minor
Universal Credit	Good	Acceptable	Minor
Housing Disrepair Follow-up	Good	Good	Minor
Gas Servicing	Good	Good	Minor
Financial Due Diligence	Acceptable	N/A	Moderate
<b>Adults and Health</b>			
Third Sector / Not for Profit Organisations	Substantial	Good	Minor
Strength Based Approach to Adult Social Care	Good	N/A	Minor
<b>Children and Families</b>			
Children Looked After Services	Good	Good	Minor
<b>City Development</b>			
Income Review - Room Hire Follow Up	Acceptable	Acceptable	Minor
<b>Procurement and Contracts</b>			
Highways Maintenance Road Markings Contract Review	Acceptable	N/A	Minor
<b>Schools</b>			
School Voluntary Funds x 5	Certification of Balances		
School Audit	Good	Acceptable	N/A

3.1.3 In addition to the reports detailed in table 1 above, the following assurance has been finalised during the reporting period:

- Disabled Facilities Grant Claim

## **3.2 Summary of Audit Activity and Key Issues**

3.2.1 During the reporting period, there have been no limitations in scope and nothing has arisen to compromise our independence. We have finalised 19 audit reviews (excluding data analytics, work for external clients and fraud and irregularity work) and we have not identified any issues that would necessitate direct intervention by the Corporate Governance and Audit Committee.

3.2.2 Each of the audits that have been completed in respect of the Council's key financial systems have received Substantial or Good assurance opinions. This provides the Committee with assurance that these systems are well established and operating as intended.

### Limited or No Assurance Opinions

3.2.3 Of the audit reviews finalised during the period, no weaknesses have been identified that would result in a 'major' organisational impact and no audits have resulted in a limited or no assurance opinion overall. However the audit of a High School resulted in a limited assurance opinion for one of the objectives reviewed. This was due to weaknesses in the recording and reconciliation of School Voluntary Fund transactions. All audit recommendations were agreed with the school and a follow up review will be undertaken later in the year to review the progress made in implementing the necessary improvements.

### Follow Up Reviews

3.2.4 Our protocols specify that we undertake a follow up review where we have previously reported 'limited' or 'no' assurance for the audited area. Our audit reports include an assurance opinion for each objective reviewed within the audited area. Follow up audits are undertaken for those areas where a specific objective within the review resulted in limited or no assurance in addition to those where the limited or no assurance opinion was provided for the review overall.

3.2.5 We have finalised two follow up reviews during the reporting period:

### *Housing Disrepair*

3.2.6 We have previously reported that limited assurance has been provided around proactive activity to prevent potential disrepair issues becoming claims. A disrepair claim is a civil claim arising from the condition of residential premises brought by a tenant against their landlord. Typically these arise when a tenant has made their landlord (in this case LCC) aware of repairs that need to be undertaken. If the repairs have not satisfactorily resolved the issue, the tenant may be able to claim against the landlord, if they can prove that the continued disrepair has had a serious impact on their quality of life and / or health. Our previous audit report highlighted opportunities to further develop the work being undertaken to identify and address potential areas of disrepair ahead of a claim being received.

3.2.7 We have now undertaken a follow up review and it is considered that this is an area in which significant progress has been made. A number of measures have now

been implemented resulting in the establishment of stronger governance arrangements and joined up working across departments. Despite the improvements that have been made, managing the volume of claims remains a challenge to the authority. Our associated recommendations have been agreed with the relevant service areas and management attention remains focussed on exploring the most effective means of reducing the need for claims.

#### *Income Review – Room Hire*

- 3.2.8 A previous review of income collected from room hire bookings provided limited assurance for the controls in place to ensure that all income due is identified and that corresponding invoices are promptly and accurately raised. A follow up audit has now been completed and we are able to provide acceptable assurance having confirmed that all invoices were accurately raised for the sample of bookings tested. Timeliness of invoicing remains an issue, and further progress is also required in the collection of deposits at the booking stage. Management have agreed actions that will be taken to further embed the processes required to ensure improvement in these areas, including system developments and management checks.

#### Other Internal Audit Work

##### *FMS Risk Assessment*

- 3.2.9 At the meeting in June 2019, a recommendation was made by the council's external auditor around the introduction of a secondary authorisation process for journal entries posted within the financial system. Members were informed that a risk assessment of the financial system was in the process of being refreshed by Financial Management. It was agreed that this would be reviewed by Internal Audit upon completion, with a focus on the assessment of risk and control in respect of journal entries. The risk assessment has now been completed by Financial Management and, whilst the risk of material error arising from an incorrect journal entry has been acknowledged, the assessment concludes that there are satisfactory compensating controls already in place to mitigate this risk without the need to introduce a secondary check.
- 3.2.10 The compensating controls include the review and restriction of the permissions provided to input journals, along with established budget monitoring processes. Oversight is provided through the Financial Integrity Forum which meets on a monthly basis to ensure that issues relating to the integrity of the accounts can be promptly acted upon. We are satisfied that a sound methodology has been used in undertaking the risk assessment, and we have carried out work to confirm the presence of the compensating controls that are in place. Given that the risk of deliberate misrepresentation of financial results is lower within public sector organisations, and the controls that are already in place to restrict, identify and address the risk of error, we are comfortable in supporting the conclusion of the risk assessment.

#### Counter Fraud and Corruption

- 3.2.11 The counter fraud and corruption assurance block within the Internal Audit Plan includes both the reactive and proactive approaches to the Council's zero tolerance to fraud and corruption.

##### Proactive Anti-Fraud Work

- 3.2.12 As previously reported we take part in the National Fraud Initiative (NFI). The NFI is an exercise conducted by the Cabinet Office every two years that matches

electronic data within and between public and private sector bodies to prevent and detect fraud.

- 3.2.13 Relevant teams within the Council (for example, Internal Audit, Benefits, Blue Badge and Adult Social Care) are currently working through the matches on a risk basis. This work has been ongoing since January 2019 and, to date, £189,380 has been identified and is in the process of being recovered. This relates to 73 cases of benefit overpayments.
- 3.2.14 To help ensure that there is an effective counter fraud culture in place within Leeds City Council, we have included time in the counter fraud block to undertake proactive fraud reviews. These reviews consider areas identified through various methods, including the use of best practice publications and our internal risk assessments.
- 3.2.15 During the period we have completed a review of Employee Gifts and Hospitality. The review confirmed that there is an agreed policy and procedure in place which clearly defines the responsibilities of individual officers when they receive an offer of gifts or hospitality, along with the process for obtaining approval. There are also arrangements in place to ensure that records of gifts or hospitality are subject to monitoring and reporting. Recommendations have been agreed that will strengthen the process by ensuring that all declarations of gifts and hospitality from Directors must be subject to third party approval. The implementation of the recommendations will enhance the policy and guidance framework in accordance with recognised best practice, ensuring that a proactive approach is taken towards managing potential conflicts of interest through the requirement for a 'nil declaration' from employees who are identified as holding a 'high risk post.' This will provide further assurance that the council is doing all it can to prevent the acceptance of inappropriate gifts or hospitality.

#### Reactive Anti-Fraud Work

- 3.2.16 During the reporting period we have received 9 potential irregularity referrals. Of these, 8 were classified under the remit of the Whistleblowing or Raising Concerns policies. All reported irregularities were risk assessed by Internal Audit and are either being investigated by ourselves, the relevant directorate or HR colleagues, as appropriate.
- 3.2.17 During the reporting period 8 referrals have been closed. There are 14 referrals that are currently open and being investigated.

#### Internal Audit Performance

- 3.2.18 We actively monitor our performance in a number of areas and encourage feedback. A customer satisfaction questionnaire (CSQ) is issued with every audit report. The questionnaires ask for the auditee's opinion on a range of issues and asks for an assessment ranging from 5 (for excellent) to 1 (for poor). The results are presented as an average of the scores received for each question.
- 3.2.19 The results of the questionnaires are reported to the Audit Leadership Team and used to determine areas for improvement and inform the continuing personal development training programme for Internal Audit staff.
- 3.2.20 For the period from 1 April 2019 to 31 December 2019, 34 Customer Satisfaction Questionnaires were received (25 were received during the same period last year). A summary of the scores is presented in table 2.

Table 2: Results from Customer Satisfaction Questionnaires for the period 1 November 2019 to 31 December 2019

Question	Average Score (out of 5)
Sufficient notice was given	4.68
Level of consultation on scope	4.76
Auditor's understanding of systems	4.53
Audit was undertaken efficiently	4.79
Level of consultation during the audit	4.76
Audit carried out professionally and objectively	4.94
Accuracy of draft report	4.79
Opportunity to comment on audit findings	4.97
Clarity and conciseness of final report	4.88
Prompt issue of final report	4.62
Audit recommendations will improve control	4.68
The audit was constructive and added value	4.76
Overall Average Score	<b>4.76</b>

- 3.2.21 We continue to manage our available resources to ensure that an evidence based Head of Internal Audit opinion can be provided on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control in accordance with the Public Sector Internal Audit Standards (PSIAS). The appointment of a permanent Head of Internal Audit has now been agreed and will start from 25<sup>th</sup> February 2020. This will restore overall resources to the level originally forecast.
- 3.2.22 A summarised version of the 2019/20 Audit Plan is appended to provide members with an overview of the objective of each review and the current status. This also includes audits that have been carried forward into the current year from the 2018/19 Audit Plan.
- Audit Plan for 2020/21
- 3.2.23 Initial work has started on developing the Annual Audit Plan for 2020/21. The Head of Audit must provide an annual internal audit opinion based on an objective assessment of the framework of governance, risk management and control. To support this, we must develop and deliver a risk based plan which takes into account the organisation's risk management framework and includes an appropriate and comprehensive range of work.
- 3.2.24 To develop this plan, there must be a sound understanding of the risks facing the council. The Corporate Risk Register will be used as a key source of information and the planning process for 2020/21 will again necessitate a thorough evaluation of the appropriate level and scope of coverage required to give stakeholders, including the Corporate Governance and Audit Committee, an appropriate level of assurance on the control environment of the council.

3.2.25 The detailed proposals for the Audit Plan for 2020/21 will be presented to the meeting of the Corporate Governance and Audit Committee in March 2020.

#### **4. Corporate considerations**

##### **4.1 Consultation and engagement**

4.1.1 This report did not highlight any consultation and engagement considerations.

##### **4.2 Equality and diversity / cohesion and integration**

4.2.1 This report does not highlight any issues regarding equality, diversity, cohesion and integration.

##### **4.3 Council policies and the Best Council Plan**

4.3.1 The terms of reference of the Corporate Governance and Audit Committee require the Committee to review the adequacy of the Council's corporate governance arrangements. This report forms part of the suite of assurances that provides this evidence to the Committee.

4.3.2 The Internal Audit Plan has links to risks that may affect the achievement of Best Council Plan objectives and the aims of council policies.

###### Climate Emergency

4.3.3 Internal Audit will consider the Climate Emergency in the development of Annual Internal Audit Plans and in the scope of all relevant audits.

##### **4.4 Resources, procurement and value for money**

4.4.1 The Internal Audit Plan includes a number of reviews that evaluate the effectiveness of financial governance, risk management and internal control arrangements, including coverage of procurement activity.

4.4.2 The Internal Audit Quality Assurance and Improvement Programme and service development work that is reported to the Committee demonstrates a commitment to continuous improvement in respect of efficiency and effectiveness.

##### **4.5 Legal implications, access to information, and call-in**

4.5.1 None.

##### **4.6 Risk management**

4.6.1 The Internal Audit Plan has been and will continue to be subject to constant review throughout the financial year to ensure that audit resources are prioritised and directed towards the areas of highest risk. This process incorporates a review of information from a number of sources, one of these being the corporate risk register.

4.6.2 The risks relating to the achievement of the Internal Audit Plan are managed through ongoing monitoring of performance and resource levels. This information is reported to the Committee.

## **5. Conclusions**

- 5.1 There are no issues identified by Internal Audit in the November to December 2019 Internal Audit Update Report that would necessitate direct intervention by the Corporate Governance and Audit Committee.

## **6. Recommendations**

- 6.1 The Corporate Governance and Audit Committee is asked to receive the Internal Audit Update Report covering the period from November to December 2019 and note the work undertaken by Internal Audit during the period covered by the report.
- 6.2 The Committee is also asked to note that there have been no limitations in scope and nothing has arisen to compromise the independence of Internal Audit during the reporting period.

## **7. Background documents**

- 7.1 None.

## Appendix A – Status of Planned Audits from the 2019/20 Audit Plan and Follow Up Reviews

Audit Area	Overview of Assurance	Status / CGAC Meeting
Grants and Head of Audit Assurances		
Grants and Head of Audit Assurances arising during the year	Independent examination of accounts and / or assurance that the grant claim has been spent in accordance with the grant determination.	Reported November 2019, January 2020 and ongoing
ICT and Information Governance		
Privileged User Access	To ensure that there are appropriate procedures in place to manage privileged user accounts.	In progress
Access Database Project	To provide assurance that the Council is aware of all access databases that require action and that there are appropriate plans in place to ensure that the deadline for PSN compliance is met.	Reported November 2019
Community Cloud	To provide assurance that the Community Cloud project is being managed to deliver its intended outcomes.	In progress
Application Portfolio Programme	To review how non-compliant systems are identified and the mechanisms in place to move these towards compliance.	In progress
Information Asset Registers	To provide assurance that the Council is aware of all data that it holds so that it can be managed and secured in line with legislation.	Not started
Information Governance Policy Reviews	To provide support to the business in the development of the new Information Governance Policies.	In progress
ICT Projects	Time reserved to provide internal audit support for ICT related projects.	Not started
ICT Projects - Benefits Realisation Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2018 meeting.	In progress

Audit Area	Overview of Assurance	Status / CGAC Meeting
Management of Major Cyber Incident Risk	To review how the Cyber Incident risk is being managed, including the effectiveness of the controls in place, back up processes and the assurance reporting arrangements.	Reported November 2019
Key Financial Systems		
Benefits Reconciliations	A review of the reconciliation processes between Orchard, Academy and FMS for Housing Benefit and Council Tax Support.	In progress
Benefits: Assessment and Payments	To gain assurance over the processes and performance within the Benefits Assessment Unit, including ensuring that Housing Benefit and Council Tax Support payments are accurately processed and paid.	Not started
Council Tax	To gain assurance over the Council Tax processes for billing, income collection, recovery action, refunds and write offs.	In progress
Business Rates	To gain assurance over the business rates processes for billing, income collection, recovery action, refunds and write offs.	Reported January 2020
Capital Programme Central Controls	To gain assurance that expenditure in the capital programme is appropriately approved, controlled and monitored and that the accounting system provides accurate and timely information.	Not started
Financial Management Central Controls	To provide assurance over the central budget setting and budget monitoring arrangements.	Reported November 2019
Treasury Management and Bankline	To provide assurance that treasury management transactions are authorised, correct, appropriately recorded and reported, and are in line with relevant strategies and guidelines.	Reported November 2019
Housing Rents	To gain assurance over the housing rents processes for charging, income collection, amendments and write offs.	In progress
Sundry Income Central Controls	To provide assurance over the central management of income collection for sundry charges raised within the Council, including recovery procedures and write offs.	In progress

Audit Area	Overview of Assurance	Status / CGAC Meeting
Sundry Income Directorate Reviews	To provide assurance that all income is identified and requests for sundry income accounts are promptly and accurately raised for a sample of service areas.	In progress
Income Management System	To provide assurance over the systems that ensure all sources of income have been identified and accurately processed through the Income Management System.	Reported November 2019
Payroll Central Controls	To provide assurance over the integrity of central payroll functions, including the accuracy of payments made and the authorisation and processing of new starters and leavers.	Not started
FMS Creditor Purchase and Payment; Central and Directorate Processes	A review of the system through which orders are raised and payments are made to suppliers for goods and services.	Reported November 2019
Central Purchasing Card Controls	To provide assurance over the central purchasing card functions performed by the Central Payment Services Purchasing Card Management Unit.	Not started
Bank Reconciliation and Cash Book	The audit assesses the accuracy and timeliness of the reconciliations performed on the cashbook and the authority's main accounts.	Reported January 2020
Total Repairs	To provide assurance that there are adequate systems in place to ensure that payments made through the Total Repairs system are made to the correct creditor for goods / services which have been provided to the Council and that the payments are accurately recorded within the Council's accounting system.	In progress
<b>Procurement</b>		
Contract Management	Individual reviews of contract management arrangements on a sample of contracts to gain assurance that they are being managed to deliver their intended outcomes, incorporating a review of contract extensions and open book review where necessary.	Reported January 2020 and ongoing
Procurement Category Actions	To review the effectiveness of the Category Management process in supporting the delivery of strategic procurement objectives.	Not started
Social Value	To review the arrangements in place to ensure that social value outcomes are appropriately considered and delivered through procurement.	Not started

Audit Area	Overview of Assurance	Status / CGAC Meeting
Waivers of Contract Procedure Rules (CPRs) Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2019 meeting.	In progress
Contract Review: Joint Venture Follow Up	To review progress in implementing the recommendations made in the previous audits, as reported to the Corporate Governance and Audit Committee at the June 2018 meeting	Reported November 2019
Contract Specification and Management Follow Up	To review progress in implementing the recommendations made in the previous audit, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	In progress
Tendering System Controls Follow Up	To review progress in implementing the recommendations made in the previous audit, as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Reported November 2019
Directorate Risks - Adult Social Care and Health		
Customer Information System (CIS) Payments	<p>To provide assurance that payments are only made in relation to people with an assessed need, have been correctly processed and are net of any client contribution. The review will also provide assurance on the adequacy of controls for identifying changes in circumstances.</p> <p>The review will cover all payments made through CIS for Residential and Nursing Care, Direct Payments and Homecare payments</p>	In progress
Payments to Providers of Homecare Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2018 meeting.	Not started
Deprivation of Liberties Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the March 2018 meeting.	Not started
Strength Based Approach to Adult Social Care	To provide assurance that there are controls in place to ensure the Council complies with legislative requirements.	Reported January 2020
Short Break Service	To review the new process to ensure that service users are receiving the right tier of support, it has been properly authorised, providers have been paid and that the outcomes are managed / monitored.	Not started

Audit Area	Overview of Assurance	Status / CGAC Meeting
Third Sector / Not for Profit Organisations	To review the arrangements in place to gain assurance that third sector / not for profit groups are delivering their agreed services and objectives.	Reported January 2020
Income Recovery	To provide support to the directorate's Income Recovery Project to gain assurance that all income due is identified and there are appropriate processes in place to ensure that it is billed and collected.	Not started
Unannounced Visits	Individual establishment visits to provide assurance on cash handing arrangements, including the safeguarding of service users monies.	Not started
Directorate Risks - Children and Families		
In-house Fostering, Special Guardianship and Leaving Care Follow Up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	In progress
Children Looked After Services	To gain assurance that there are effective arrangements in place to manage and monitor the safe reduction of the numbers of children looked after.	Reported January 2020
Payments to Providers of Residential Care and Independent Fostering Agencies	To provide assurance over the efficiency and effectiveness of financial controls.	Reported November 2019
Cluster Model and Area Inclusion Partnerships (AIP)	A review of the arrangements in place to ensure that funding is spent effectively on intervention and inclusion, in support of the intended outcomes of the Cluster Model and AIPs.	In progress
School Attainment	To provide assurance that there are mechanisms in place to monitor school attainment for all children and that appropriate action is taken where issues are identified.	To be considered for future audit coverage
Funding for Inclusion	To provide assurance that the top up element of the funding is being correctly calculated in line with formal criteria and then appropriately remitted to the school	In progress
Personal Education Plans	To ensure that there are quality personal education plans in place that are clear and consistent, provide purposeful targets and are subject to regular review.	Not started

Audit Area	Overview of Assurance	Status / CGAC Meeting
Budget Pressures	To gain assurance over the processes in place to manage the budget pressures within the directorate.	Not started
Programme of Unannounced Visits	Individual establishment visits to provide assurance on cash handling arrangements, including the safeguarding of service user monies	Not started
Schools		
Schools Audits	Individual audits of LCC maintained schools undertaken on a risk basis and audits of year end school voluntary fund accounts.	Reported November 2019, January 2020 and ongoing
Primary School Follow Up	To review progress in implementing the recommendations made in a previous audit.	Not started
Directorate Risks – Housing		
Housing Disrepair Follow-up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Reported January 2020
Leeds Building Services Information Governance (Records Management) Follow-up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the June 2018 meeting.	Reported November 2019
Private Sector Regulation (Houses of Multiple Occupancy) Follow-up	To review progress in implementing the recommendations made in the previous audit, reported to the Corporate Governance and Audit Committee at the January 2019 meeting	Not started
Fire Safety	To provide assurance over the controls in place to mitigate the risk of fire in Council properties.	Not started
Lettings Enforcement follow-up and new system review	The review will follow up on the recommendations which remain outstanding since the September 2018 follow-up review. Additional work will also be undertaken on the implementation of the new system and the roll out of the revised lettings policy.	Not started

Audit Area	Overview of Assurance	Status / CGAC Meeting
Leeds Building Services Assurances	Time set aside to provide assurance that key risks relating to Leeds Building Services are appropriately managed. Outline of specific assurance to be confirmed. To include gaining assurance that the recommendations made across previous audits are being tracked and implemented.	Not started
Universal Credit	This review assesses the arrangements that have been put in place to support tenants moving to Universal Credit	Reported January 2020
Gas Servicing	To provide assurance over the controls in place to mitigate the health and safety risks of gas fault incidents in Council properties, including the arrangements in place to ensure works identified through the gas servicing process are undertaken.	Reported January 2020
Estate Management	To provide assurance that there are adequate arrangements in place to manage estates to the required standard and that best practice is shared across areas.	Reported November 2019
BITMO Assurance	To provide support to Housing Partnerships in the management of the BITMO Assurance Framework	Reported January 2020
Council Housing Growth	To review the procurement strategy and provide assurance over the achievement of intended outcomes.	Not started
<b>Other Directorate Risks</b>		
Delivery of the Medium Term Financial Strategy	Review of the arrangements in place to achieve the expected outcomes set out within the Medium Term Financial Strategy.	Not started
Partnership Risk Management	To review the central arrangements in place for managing risk with partners.	Not started
Financial Due Diligence	A review of the arrangements in place to ensure that due diligence is consistently and appropriately applied before entering into an agreement or financial transaction with another party.	Reported January 2020
Invest to Save – Benefits Realisation	To review how the benefits realisation process has been implemented for a sample of Invest to Save projects.	Reported November 2019

Audit Area	Overview of Assurance	Status / CGAC Meeting
IR 35 Legislation Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the June 2018 meeting	In progress
Application of HR Policies	To gain assurance that a sample of HR policies are consistently and properly applied across the authority.	Reported November 2019 and January 2020
Civic Enterprise Leeds – Income Collection	To provide assurance that all external income is identified and collected.	Reported November 2019
LCC Vehicle Fleet Clean Air Zone Standards	Time set aside to support the directorate in ensuring that appropriate plans are in place to mitigate environmental risks relating to LCC's vehicle fleet.	Reported November 2019
Community Cohesion / Locality Working	To review the governance arrangements in place to identify and address the barriers to community cohesion in the city.	In progress
Funding from the Communities and Environment directorate to the third sector	To review the arrangements in place to gain assurance that third sector / not for profit groups are delivering their agreed services and objectives.	Not started
Customer Satisfaction	A review of the processes that support continual improvement in respect of the customer experience.	In progress
Strategic Investment Fund Acquisitions	To review the directorate's approach to, and governance of the Strategic Investment Fund. The audit will aim to provide assurance that there are appropriate controls over the acquisitions and management and that strategic investment fund plans are adequately scrutinised, approved and align with Council plans and wider best practice.	Not started
Flood Alleviation Scheme	To review the operational readiness of the Flood Alleviation Scheme	In progress
Income Review - Room Hire Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Reported January 2020
External Advertising Income – Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the June 2018 meeting.	Not started

Audit Area	Overview of Assurance	Status / CGAC Meeting
Commercial Rents – Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	In progress
Income Review – Leeds International Beer Festival Follow Up	To review progress in implementing the recommendations made in the recent audit as reported to the Corporate Governance and Audit Committee at the November 2018 meeting.	Reported November 2019